



Employee HandBook

Date of issue:14th May 2020

Welcome to New Page

Dear Employee:

On behalf of all your colleagues, we are pleased to welcome you to our team. We want you to feel that your association with the company will be a mutually beneficial and pleasant one. To those of you who have recently joined, we are pleased to welcome you to our team.

You have joined an organization that is establishing an outstanding reputation for the provision of quality services in areas of Software Technology. Credit for this goes to every one of your colleagues. We hope you too will accept this challenge.

This Employee Handbook provides answers to most of the questions you may have about company policies and procedures, our responsibilities to you and your responsibilities to the company. If anything is unclear, please discuss the matter with HR. You are responsible for reading and understanding this Employee Handbook, and your performance evaluations will reflect your adherence to the company policies. In addition to clarifying responsibilities, we hope this Employee Handbook also gives you an indication of the company's interest in the welfare of all who work here.

From time to time, the information included in our Employee Handbook may change. Every effort will be made to keep you informed through suitable means, including postings on the company bulletin boards and/or notices sent directly to you in-house.

Pay & Benefits and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working: pleasant relationships and working conditions, career development and promotion opportunities to name a few. The company is committed to doing its part to assure you of a satisfying and pleasant career.

I extend to you my personal best wishes for your success and happiness at New Page .

Yours sincerely,

T. Lalithamma Assistant Manager - Talent Acquisition

(For Newpage solutions)



Mission Statement

Accelerate Healthcare Decision-making and action by leveraging digital tools to deliver data and information in real-time where it is needed.

Vision Statement

1.Introduction :

Notitia Technology Solutions Private Limited is a Private limited company incorporated on 28 January 2019. It is classified as a Non-govt company and is registered at the Registrar of Companies, Bangalore.. Notitia Technology Solutions is a subsidiary of Newpage Solutions, USA.

2.Scope of Employee HandBook

2.1 The purpose of this Employee Handbook is to provide employees with a better understanding of their employment terms and conditions with the Company. The terms and conditions contained in this Employee Handbook apply to all permanent full-time employees.

2.2 It is not possible for this Employee Handbook to cover in detail all aspects of employment with the Company. The detailed implementation of these terms and conditions of service will be in accordance with other documents such as memoranda or circulars issued by the company from time to time. These can be obtained from the Human Resources Department.

2.3 The Company reserves the right to make amendments to this Employee Handbook at any time.

All of the contents of the Employee Handbook are administered at the complete discretion of the Company.

2.4 All employees must read this Employee Handbook carefully. here there are any discrepancies or differences of interpretation in this Employee Handbook please seek clarification , should you have questions regarding this Employee Handbook, please contact the Human Resources Department.

3. Employment

3.1 The Company's recruitment policy is based on equal opportunity for all applicants, without discrimination on the grounds of age, gender, religion, marital status, nationality or social status.

3.2 The Company shall pursue an employment policy of hiring the most qualified applicants considering the following criteria: ability, experience, education, training, attitude, interests and state of health.



3.3 Employment of an Employee's family members or relatives of the Company's clients is not permitted unless otherwise approved by the Managing Director. Under no circumstances shall an Employee's assignment be directly or indirectly supervised or influenced by a related Employee.

3.4 All documents and information supplied by the applicant during and after the engagement process are recorded for the purpose of the Employee's employment with the Company and in a personnel file held in the Human Resources Department. The contents of this file are confidential and access thereto is restricted. Any false statement of any particulars concerning the Employee and/or his dependents may render the Employee liable to disciplinary action.

3.5 The Company holds data on its Employees and their families for the sole purpose of administration, performance appraisal and administration of pay & benefits. No personal data will be released to any party without the express permission of the individual.

3.6. An Employee can approach the company in writing for information on whether the company holds any of his/her personal data and if so, the details of such data. He/she has the right to request amendment of any data which he/she finds to be incorrect.

3.7. At all times the employee has to keep the company informed about any changes in regard to his family , residential address and his contact telephone numbers .

4.Probation Period

4.1 A new Employee's employment shall be subject to the satisfactory completion of a probationary period. The probationary period shall be for a period of six months from the date the Employee has been joined the services of the company.

4.2 The probationary period shall be included in the period of employment.

4.3 At the end of the third month of the six months probation period, there will be a formal review. If it is found during the review , the employee's performance is not shaping up to the expected level, s/he would be put on a Performance Improvement Plan (PIP). The performance of the employee would during this period monitored closely by the reporting manager in consultation with HR. The probationary period could be extended at the discretion of the Company, should an additional period of evaluation/training be required.

5. Determination of assigned jobs and responsibilities

5.1 The Company shall have the right to determine the specific duties to be performed by the Employee, and the means and manner by which those duties shall be performed. In order to conduct business efficiently, the Company may, at its discretion, alter the assigned job and responsibilities of any Employee at any time.

5.2 The Company reserves the right to transfer an Employee to any other department, division or related entity at another work location for the purpose of maintaining or enhancing business efficiency and/or productivity.

5.3 It is the Company policy to provide the employee with feedback about job performance. The performance appraisal process provides a vehicle for planning, evaluation and improving job performance and provides a structured discussion so that the manager and employee may discuss all aspects of the job. The Company policy pertaining to performance review has been established separately from this Employee Handbook.

6 General rules and responsibilities

6.1 All rules and regulations included in this Employee Handbook must be complied with at all times whether or not the Employee is on the Company premises or representing the Company in any capacity.

6.2 Employees will at all times faithfully, industriously and to the best of the Employee's ability, experience and talents, perform all of the duties that may be required of and from the Employees.

6.3 No Employee shall use the name of the Company nor the Employee's title or position within the Company for the Employee's profit or for any purpose other than performance of the Employee's assigned responsibilities.

6.4 No Employee shall remove any property of the Company without appropriate permission or use such property for the Employee's personal benefit.

6.5 Meetings held by the Company for Employees shall be promptly and faithfully attended.

6.6 No Employee is allowed to leave the workplace during working hours without the permission of the Reporting Manager.

6.7 Employees shall immediately report to the Manager of the Company when personal belongings are lost, stolen or found. The Company shall not be responsible for the Employee's lost or stolen personal belongings, however, the Company shall do its best to assist the Employee to find such personal belongings.

6.8 Employees shall not use at the workplace, language that is abusive, threatening or demeaning.

6.9 Employees are not allowed to make unreasonable personal use of the Company's telephones, fax lines or Internet access. Employees are not allowed to conduct personal business during working hours or on the Company premises



6.10 Trespassing in restricted areas or assisting individuals who are not Employees of the Company to enter the Company premises without proper approval is strictly prohibited.

11.Responsibility of the employee

11.1 Each Employee shall observe all rules and regulations of the Company, including Rules contained in the Employee Handbook.

11.2 Employees shall promptly discharge his/her assigned responsibilities in accordance with Job Descriptions(JD) , instructions and advice from the Reporting Manager.

12.Confidential Information/Conflicts of Interest/Authority

12.1 Employees of the Company will not use or release to others for any reason, including personal profit or benefit, any information relating to the business, products, work or customers of the Company learned by reason of employment by the Company.

12.2 Full time Employees must not, during the terms of employment, engage in any other employment without the prior consent in writing from the Company.

12.3 Being an Employee of the Company does not always entail a right to act on behalf of the Company. Unless authorized by the Managing Director, employees are not allowed to make statements to the press or to any other persons or organizations on behalf of the Company.

12.4 The Employee will be responsible to refund the Company for any damage or loss sustained by the Company when it has occurred due to the Employee's negligence or intentional action.

13.Substance Abuse/Alcohol: The Company strictly prohibits the use, sale and possession of alcohol and illegal drugs on Company premises.

13.1 Employees who work under the influence of alcohol present a safety hazard to themselves and others, therefore, Employees are required to refrain from drinking alcoholic beverages during working hours. Alcohol should not be served at business meetings, interviews held at a time when Employees are expected to resume work afterwards.

13.2 Employees who appear to be under the influence of alcohol and illegal drugs while on the job will be required to submit to testing. Refusal to submit to the test or failure to pass the test will result in disciplinary action, which may include dismissal.

14 WORKING HOURS, HOLIDAYS Place of Work and Working Hours:

14.1 :Hours of Work:

The normal working hours are from 9:30 am to 6:30 pm from Monday to Friday, unless dictated based on customer or business needs. Working hours can be extended or modified by the manager based on the workload. Please note, the timings are indicative of a normal day; however each employee is required to finish the assigned work for the day irrespective of the office timing.

14.2: In order to fulfill the statutory requirements, all employees are requested to mark their attendance daily. Employees deployed at client location should and must send the approved timesheets to the admin by the last week of every month.

15 Absence

15.1 When an employee is absent from work for any reason, the Employee needs to get approval from the Reporting Manager prior to the commencement of duty, initially by telephone and thereafter, in writing, as soon as practicable. For a period of sickness, a doctor's certificate is required if the sickness is three days or beyond.

15.2 If an Employee is unable to follow the above procedures due to unforeseen circumstances, the Employee shall report to the Reporting Manager as soon as possible or immediately upon return to work and shall provide the requested written documentation at that time for management consideration.

16. Company Holidays

The company would publish a list of Holidays by the first week of January. The total number of holidays would be 10 days.

In case of employees working at a client site s/he would avail the holiday as per the holidays declared at the client site.

All the employees of the company would be entitled to leave as mentioned below. The leave calendar would be maintained on January to December basis.

17 Leave policy

17.1 As we believe that employees require leave to recoup and rejuvenate from the normal working at the place of work, need to avail their authorized leave, thus Employees would not be permitted to carry forward more than 10 days of EL to the succeeding year.

The total number of leave being accumulated at no time should exceed 30 days. In case the EL exceeds 30 days the excess number of days would be not reimbursed.



17.2 An employee should apply for leave through the out of office request (portal) in addition to copying his/her manager via email. If an employee is working at a Client site, then he/she needs to take approval from the client too. Only after both the approvals are provided, the employee can take a leave. Leaves approval should be communicated to the Admin team without fail.

Note: the grant of paid, earned and casual leaves is at the discretion of the reporting manager.

17.3 Leave types

During a calendar year there would be Casual leaves & sick leaves: The total number of the leaves is 18 leaves out of which 3 are sick leaves, 3 casual leaves, and 12 paid leaves. The above leaves are not included in the national holidays.

17.4 Leave without pay:

If a person does NOT have any leaves to his balance and the situation warrants him to take the leave, the leave is granted by the Company as loss of pay or which may be adjusted against the future leave or as a special case the special paid leave based on the personal contribution to the company at management discretion.

17.5 Compensatory Off:

These leaves are granted if the person comes to work during the holidays, normally compensated as leave to be taken. Whenever an employee is required to work on a weekly/Closed Holiday/public holiday, for the full day. He/she will be granted Compensatory Off however, the grant of comp off is at the discretion of the reporting manager.

17.6 Carry forward leaves:

The maximum number of days of leave that may be carried forward by the employee into the succeeding year is limited to 10 days.

If the employee has not availed leaves it can't be reimbursed and cannot be counted for the notice period.

18 Maternity leave: As per the maternity benefits act

19 Insurance policy: All the employees under company payroll are covered with hospitalization insurance policy. Details are available with HR

20. Appraisal :

Eligibility: All full-time employees are provided an annual performance review and consideration for merit pay increases as warranted. Performance appraisals take place annually in the month of May and the appraised salary will be disbursed along with the June salary. Employees who have started their employment by October 1st of the previous year will be eligible for an appraisal in May of the subsequent year. Otherwise, they will become eligible for the appraisal period in the following year.

Ex 1:

The first day of work on or before October 1st, 2019, the appraisal will take place in May of 2020.

Ex 2:

The first day of work after October 1st, 2019, the appraisal will take place in May of 2021.

21. Referral program:

As we believe in employee branding each successful referral will be rewarded with 7000 INR (on completion of 90 days of the referral joined)

22 Code of Conduct:

The work rules and code of conduct are very important, and the Company regards them seriously. All Employees are urged to become familiar with these rules and code of conduct. In addition, Employees are expected to follow the rules and code of conduct faithfully in doing their own jobs and conducting the Company's business. Any Employee who deviates from these rules and conduct will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment. Theft or inappropriate removal or possession of property; Working under the influence of alcohol or medically illegal drugs; Possession, distribution, sale, transfer, or use of alcohol or medically illegal drugs in the workplace; Fighting or threatening violence in the workplace; Boisterous or disruptive activity in the workplace; Negligence or improper conduct leading to damage of Company-owned or customer-owned property; Insubordination or other disrespectful conduct; Violation of safety or health rules; Smoking in the workplace is permitted in designated areas ; Sexual or other unlawful or unwelcome harassment; Excessive absenteeism or any absence without notice; Unauthorized use of telephones, or other Company-owned equipment; Using Company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage or download music and



movies); Unauthorized disclosure of business “secrets” or confidential information; Violation of personnel policies; Offering and accepting bribes, kickbacks and other illegal payments.

23. Non Solicitation:

On Termination/ Resignation of employment for what-so-ever reasons, the employee will not seek employment opportunities with the principal customers and any other person / entity, with whom the Company had a business relationship/ technical engagement with, within one year from the last working day of the employee in the Company.

In the event the Company is of the reasonable opinion that the employee is terminating his/ her employment with the Company to pursue an occupation in violation of the ‘Employee Confidentiality & Intellectual Property Rights Agreement’, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of the employee’s employment with the Company. The Company further reserves the right to approach a court of competent jurisdiction and obtain an injunction preventing the employee from terminating his/ her employment with the Company and/ or recover damages there from.

24. Company Policies:

From time to time the Company may formulate and modify various policies and such other matters related to employment. Such policies and changes thereto shall be intimated to the Employee from time to time. The Employee shall acquaint himself / herself with such Policies and revisions thereto and adhere to the same, irrespective of whether the Employee thinks of such revisions as detrimental to his / her interests. The Employee agrees that if the Company generally makes available any Policy or revision thereof on the Portal or by e-mail transmission or such other electronic means, it shall constitute sufficient notice to the Employee of such Policy or revision

Finally we are sure that you will find ample opportunities to explore and unleash your unexploited potential.

New Page is a performance driven company and we strongly believe that performance is the key to the success of our business thus ensuring enhanced productivity at all times. We believe that this can be achieved by sheer dedication, continual improvement, and commitment and striving to reach heights beyond imagination.

For any kind of clarification, feel free to contact the HR team. At the same time, we expect you to be open with us in sharing your valuable feedback or suggestions towards making New Page a better place to work.



We wish you professional success and look forward to a long and mutually beneficial relationship with New Page.

I hereby declare that I have read the document and and am in agreement of the clauses mentioned above:

Name

Signature of employee

Date